

# Job Opportunity

June 13, 2006

With CDA  
it's not just  
another job  
it's a career!

## DUTY STATEMENT

Please refer to  
CDA8 #0506-700-001  
on your application.

Applications will be  
accepted until FILLED.

All applications will be  
screened and only the  
most qualified will be  
interviewed

E-mail your application  
and resume to:  
**careers@aging.ca.gov**  
or

for more information go  
online to:

[http://www.aging.ca.gov/  
html/jobs/  
career\\_opportunities.html](http://www.aging.ca.gov/html/jobs/career_opportunities.html)  
or

mail your information to the  
address below:

CALIFORNIA DEPARTMENT  
OF AGING  
HUMAN RESOURCES

1300 National Drive,  
Ste 200  
Sacramento, CA 95834

TDD 1-800-735-2929

(916) 419-7525

(916) 928-2269



**APPLY NOW  
CLICK HERE!**

## Office Technician (Typing)

Permanent Full-Time Position

Salary: \$2,510 - \$3,050.00

Make a difference! Join the CDA Team working  
with programs that serve older Californians, family  
caregivers and adults with disabilities.

The Long-Term Care and Aging Services  
Division administers a broad range of programs  
primarily with 33 local Area Agencies on Aging  
(AAA), which serve seniors throughout the State.  
Our Mission is to provide leadership to the AAAs  
in developing systems of Home- and Community  
-Based services that maintain individuals in their  
own homes or least restrictive homelike

### PROGRAM:

Under the general direction of the Deputy Director, Long-Term Care and Aging Services Division and the lead of the Executive Secretary I, the technician performs a variety of functions 1) supporting the LTC/AS Division Office; 2) supporting the HICAP Team (AAA based Team C); 3) providing back up and interim support for the Division as needed.

### DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- General Support: Responds to external telephone and written requests for information or assistance; orders supplies for the central Division Office.
- HICAP Team Support: Responsible for processing HICAP Counselor registrations, resignations, award certificates, and status changes. Maintain the HICAP Counselor Database and responds to statistical questions regarding the database.
- Division Team Support: Assists support staff of other teams within the Division, as needed, including with special projects and events, time critical activities and during periods of heavy demand.
- Legislation: Backs up the Executive Secretary as necessary on legislative bill analysis functions.
- Timekeeping: Performs timekeeper functions for the Division.

### WHO MAY APPLY:

Applicants currently at the Office Technician (Typing) level or who have eligibility for appointment or transfer to this classification. Priority consideration will be given to employees currently on a SROA list or employed by a department which has been declared by DPA to have surplus employees.

The California Department of Aging is committed to providing equal opportunity to all regardless of race, color, creed, national origins, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

